

May 10, 2006

TO: All Fair CEO's & Accounting Staff

SUBJECT: FY 2005/06 STATEMENT OF OPERATIONS

We are pleased to present the FY 2005/06 Statement of Operations (STOP) instruction package. The package remains unchanged from the prior year, which should simplify this year's effort for all fairs. Please read the enclosed instructions prior to submitting your STOP.

The computerized STOP forms and worksheets are no longer being provided with this package. All necessary forms and worksheets are available for immediate download on the Division's website at www.cdfa.ca.gov/fe. However, forms and worksheets are available on diskette upon request. Requests can be made by calling our main telephone line at (916) 263-2955.

We recommend that fair accounting staff refer to circular letter F2004-36, Accounting Update and Recap, to obtain guidance on current accounting policies and procedures associated with the posting and close-out of non-operating revenues and expenditures.

Revised Statement of Operations

Requests from fairs to submit revised STOPs after the September 1, 2006 deadline will only be considered if material discrepancies/errors were made on previously submitted STOPs. However, **absolutely no revised STOPs will be accepted after June 15, 2007** because of the State Controller's Office (SCO) GAAP reporting requirements that must be met by F&E each year. In short, **once financial data is submitted to the SCO each year, STOP balances and amounts must not change.** Any required adjustments to FY 2005/06 STOP balances and amounts after the September 1, 2006 deadline should be made via a **correcting journal entry in the 2006/2007 general ledger** (i.e., prior-year revenue or expense adjustments, accounts 49000 and 80000, respectively).



Submittal Deadline

All STOP submittals **must be postmarked to F&E by September 1, 2006.** The payment of any state funds is contingent upon receipt of a satisfactory budget and STOP in addition to compliance with other state requirements.

Enclosed Resources

Enclosed is information and instructions to facilitate the completion of the FY 2005/06 Statement of Operations (STOP) for your fair organization.

Additional Reporting Requirements

Additional reporting requirements (e.g. projected monthly cash budgets) may be required of some fairs. Fairs with reserves between 0% and 15% will continue to be assessed on a case-by-case basis, while additional reporting requirements will be mandatory for fairs reporting negative reserves. If additional reporting requirements are deemed necessary, F&E will contact the fair to discuss the details.

If you have any questions regarding this package please contact Mae Constantino at 916-263-2953, or email at mconstantino@cdfa.ca.gov.

Sincerely,



Bruce Lim
Assistant Director
Division of Fairs and Expositions

Enclosures

**CALIFORNIA DEPARTMENT OF FOOD & AGRICULTURE
DIVISION OF FAIRS & EXPOSITIONS
FY 2005/06 STATEMENT OF OPERATIONS**

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Documents

- FY 2005/06 Statement of Operations Letter
- FY 2005/06 Statement of Operations Preparation Guide
- Checklist of items due September 1, 2006
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California Department of Food & Agriculture
Division of Fairs & Expositions
FISCAL YEAR 2005/06
STATEMENT OF OPERATIONS

Preparation Guide

This guide is designed to assist fair organizations with the preparation of their FY 2005/06 Statement of Operations (STOP). All STOPs must be submitted in accordance with the policies in these instructions.

Please provide all information requested and attach additional pages to explain or list other relevant information as needed. Be sure to reference the attachment with the correct account number and the name of the account. *If a particular section or area does not apply to your organization, please note "not applicable" to indicate it was not overlooked in error.* Please include your fair's FY 2005/06 theme, if any, on the bottom of page one.

Deadline

Due to the recent passage of Assembly Bill 2074 (Runner), sponsored by the Western Fairs Association, the fairs' annual Fiscal Year Statement of Operations (STOP) submittal deadline has been extended to September 1st of each year beginning in 2005. Accordingly, we are asking that STOPs be **complete and postmarked no later than September 1, 2006**. Please do not request extensions.

What to Submit

Fair organizations must submit to the Division of Fairs & Expositions (F&E) the original signed and completed Statement of Operations with appropriate schedules and attachments. Also include a June 30, 2006 *pre-closing* trial balance (after all adjusting entries have been made but prior to closing revenues and expenses) and a *post-closing* trial balance (after revenues and expenses have been closed out). For a detailed listing of what to submit, see the Statement of Operations checklist included in this package.

Procedure for Page 1

Governmental Accounting Standards Board (GASB) Statement No. 34 requires all public agencies to report the value of their fixed assets in their annual financial reports using the full accrual basis of accounting. Under this method, expenditures for capital outlay are reported as assets and depreciation is reported as an expense over the estimated useful life of the asset. Beginning January 2004, all fairs were required to begin depreciating their fixed assets. GASB 34 also requires all public agencies to segregate total net resources into three categories (restricted net resources, unrestricted net resources and investment in capital assets) when preparing their financial reports. Page 1 and Schedule 1 of the STOP

have been modified to break down beginning and ending total net resources into these three categories.

A manual segregation of unrestricted net resources, restricted net resources, and investment in capital assets will be necessary when completing page 1 and Schedule 1. In most cases, the net resources related to investments in capital assets (property, plant and equipment) should equal the net book value (cost less accumulated depreciation less any related debt) of these assets. The amount of investments in capital assets will carry forward automatically to page 1 and Schedule 1 upon completion of Schedule 7, Property, Plant & Equipment Acquisitions and Dispositions. It is important to remember that the segregation of total net resources into the three categories mentioned is for financial reporting purposes only and should not result in journal entry postings to the general ledger.

For guidance on the depreciation conversion process, please refer to the "Fixed Asset Policy and Procedure Manual, version 2" prepared by the CDFA Audit Office, and the "Depreciation Conversion Guidelines" prepared by F&E. If you do not have a copy of these manuals, they are available for download from our website at www.cdfa.ca.gov/fe.

In addition, page 1 now captures all non-fair funds received to cover the cost of capital projects, equipment and fair operating expenses (e.g. revenue generating funds and flex capital). For guidance, please refer to Exhibit 1 of this guide and enclosed circular letter F2004-36, Accounting Update & Recap.

SCHEDULES

The following schedules are part of the completed STOP package:

Schedule 1, Statement of Financial Condition

The Statement of Financial Condition reflects all asset, liability and net resources (i.e., reserve) account balances after the revenue and expenditure accounts are closed for FY 2005/06. In other words, the details of the post-closing trial balance are summarized and recorded on this schedule.

Schedule 2, Accounts Receivable and Accounts Payable

Provide details [year, individual(s), and amount] for outstanding revenue due to the fair as of 6/30/06; include uncollected junior livestock auction amounts. Record this information in the top portion of the form—the total must agree with the amount reflected on Schedule 1 as accounts receivable. (Remember to deduct your "Allowance for Doubtful Accounts" from total accounts receivable.)

Record the details of accounts payable (amounts owed by the fair) as of 6/30/06 on the bottom portion of this form. Again, the total must agree with the corresponding line item on Schedule 1.

For either section, a computer printout of the information is acceptable, providing you note on the schedule "See attached printout" and show total(s) in spaces provided on Schedule 2.

Schedule 3, Reconciliation of Bank Accounts

Each bank account must be shown separately on Schedule 3. This includes all checking, payroll and savings accounts, as well as the premium and junior livestock auction accounts and any other special cash accounts reflected in the general ledger. Make sure to include the general ledger amounts for petty cash and change funds at the bottom of the page. The total of all accounts shown on Schedule 3 must agree with the amount recorded as "Sub-Total Cash Accounts" on Schedule 1. Make additional copies of this schedule as necessary to report all accounts.

Schedule 4, FY 2005/06 Fair Statistics

Please include all line item details requested, including free attendance breakdown and pass information. The total paid admission must agree with the amount reported on page 3, Account 41000. Likewise, the total parking information must agree with the parking revenue reported on page 4, Account 47100. If necessary, attach and label additional pages and be sure to note "See attachments" and record totals on the schedule where indicated.

Schedule 5, FY 2005/06 Events Not Sponsored by the Fair

Please provide the information requested regarding interim rentals held on your grounds. If your organization contracts for other events in other major categories, you may add them to this form. Also, please include totals at the bottom of the "Estimated Attendance" column. Please try and be as accurate as possible. This information is used in the annual fair classification evaluations.

Schedule 6, Permanent Positions on Payroll for FY 2005/06

Please provide the information requested, including account number, class title, number of months employed, and pay rate for each permanent position. District Agricultural Associations are to use the exact civil service class title, but county & non-profit fair associations may use the position working title.

Schedule 7, Property, Plant & Equipment Acquisitions & Dispositions

This form is designed to capture all property, plant & equipment (PP&E) acquisitions and dispositions during FY 2005/06, and provides the year-end amount of investment in capital assets. This total automatically carries to page 1 and Schedule 1 as "Net Resources: Investment in Capital Assets." For step-by-step instructions on completing this form, please refer to Exhibit I of this preparation guide.

Note that "Construction in Progress" (CIP) is used to record capital expenditures for projects that are "in progress" and not yet complete. While CIP is an asset account and increases the Fair's investment in capital assets, depreciation of the assets do not commence until the project is fully completed.

Schedule 8A, Non-Fair Funds Reconciliation for Capitalized Projects

Please enter all resources received to "Capital Project Reimbursements," account 31900, on this schedule. Separate them out into the appropriate categories as listed on the form. This total, less the amount deferred, automatically carries to page 1.

Enter the corresponding capital investment in the appropriate section of the form. If the project funds were run through the fair's books (i.e., if the fair paid the vendors directly), enter this information under "Resources Applied (Run through Fair's Accounting System)." If the capital expenditures were paid directly by outside sources (i.e., CCA), enter this information under "Resources Applied (Paid directly by CCA)." Do not include fair funded expenditures.

"Resources appropriated in prior year" (top of schedule) should be used to reflect resources acquired in a prior year that were previously recorded as deferred revenue, but is now being recognized as revenue in the current year. Deferred revenue is recorded when a fair receives resources in one year, but does not expect to expend the funds on a capital project until a subsequent year. The recognition of the revenue takes place when such funds are ultimately spent on the capital project for which the funds were designated.

Schedule 8B, Reconciliation of Non-Fair Funds Used for Operating Purposes

This schedule summarizes other non-operating funds received and spent on operating activities that are not related to capital projects (e.g. Millennium Flex Category I funds, non-governmental operating grants, etc.). Do not include fair funded expenses. Totals from this schedule, less the amount deferred, are automatically carried to page 1 and 10.

Account 94500, Other Operating Expense, shall be used to record fair operating expenses funded from non-fair sources. **Fairs should not record such expenditures to their standard operating expense accounts any longer.** Utilizing Account 94500 to capture all operating expenses funded from non-fair sources will allow the fair and F&E to separately identify the status of non-fair funds received by the Fair for specified purposes. This will ensure that all such funds are ultimately spent for the purposes intended.

SPECIAL REPORTS

Junior Livestock Auction (JLA)

Report the FY 2005/06 JLA activity on the separate STATEMENT OF OPERATIONS – JUNIOR LIVESTOCK AUCTION form. **Do not include the totals on pages 1 through 10 of the regular STOP.** At year-end, JLA revenue and expense accounts are closed to account 25100, JLA Reserve. The June 30th adjusted balance in the general ledger must agree with the amount reported on Schedule 1 under Net Resources, Reserve for Junior Livestock Auction.

Satellite Wagering

Provide all satellite wagering revenue and expense details on the separate "Summary of Satellite Wagering" form (SW1). Satellite Wagering Labor Detail (SW2) will capture the detail behind the satellite wagering salary account. Satellite Wagering Statistics (SW3) is designed to capture all admission and parking statistics.

Motorized Racing (Fair Produced)

Provide all motorized racing (fair-produced only) revenue and expense details on the separate "Summary of Motorized Racing" form (MR). Motorized Racing Labor Detail (MRL) will capture the detail behind the motorized racing salary account.

Questions?

Please direct any questions regarding preparation of the Statement of Operations to:

Mae Constantino
Accounting Analyst
Division of Fairs & Expositions
(916) 263-2953 (office)
(916) 263-2969 fax
E-mail: mconstantino@cdfa.ca.gov

**California Department of Food & Agriculture
Division of Fairs & Expositions
FY 2005/06
STATEMENT OF OPERATIONS**

**Preparation Guide
Exhibit 1**

STATEMENT OF OPERATIONS - OPERATING FUND

Legal name of fair _____

Location _____

	Account Number	Actual XXXX/XX
SUMMARY: July 1, XXXX to July 30, XXXX		
TOTAL NET RESOURCES, July 1	29100	A
Unrestricted Net Resources		A1
Restricted Net Resources		A2
Investment in Capital Assets, Net of Related Debt		A3
Subtotal		B
RESOURCES ACQUIRED:		
Operating Revenues (from page 2)		C
Section 19630, Business & Professions Code		
State (Local/Base) Allocations (to Page 2):	31200	D
Fiscal & Administrative Assistance (F&E) (to Page 2):	31300	E
Capital Project Reimbursement Funds (from Sched 8A)	31900	F
Contributions from Other Gov't (non-F&E) Sources (to Page 2)	33000	G
Other (e.g., Flex Capital used for oper.) (From Sched 8B & to Page 2)	34000	H
TOTAL RESOURCES		I
RESOURCES APPLIED:		
Operating Expenditures (from page 2)		J
Other Operating Expenditures (e.g., audit adjustments)		K
Subtotal - Operating Expenditures (Excluding Depreciation)		L
Depreciation Expense (from page 10)	90000	M
TOTAL EXPENDITURES		N
TOTAL NET RESOURCES, July 30	29100	O
Unrestricted Net Resources		O1
Restricted Net Resources		O2
Investment in Capital Assets, Net of Related Debt (from Sched 7)		O3
Total Net Resources (check figure - should equal #29100)		P
UNRESTRICTED RESERVE PERCENTAGE		Q
Please list the theme of your fair for this reporting period: _____		
_____ CEO	_____ Date	

PAGE 1:

- A. Complete "A1" through "A3" below and enter total here.
- A1. Beginning FY 2005/06 Unrestricted Net Resources as of July 1st should equal Actual FY 2004/05 Unrestricted Net Resources at June 30th as shown on your FY 2004/05 STOP.
- A2. Beginning FY 2005/06 Restricted Net Resources as of July 1st should equal any restricted net resources held by the fair as of June 30, 2005. Some fairs account for restricted net resources in separate general ledger sub-accounts (e.g., account 29300). While this is an acceptable option for fairs, it is important that all such accounts roll into total net resources, account 29100, on both Schedule 1 and Page 1 of the FY 2005/06 STOP.
- A3. If you converted to depreciation prior to FY 2004/05, this number should match the Actual FY 2004/05 Investment in Capital Assets at July 30th as shown on your FY 2004/05 STOP. If conversion took place in FY 2005/06, this number is determined by using the following formula with account balances immediately following the conversion:

Account 19000 (Construction in Progress) + Account 19100 (Land) + Account 19200 (Buildings & Improvements) + Account 19300 (Equipment) + Account 19400 (Leasehold Improvements) less Account 19201 (Accumulated Depreciation-Buildings & Improvements) less Account 19301 (Accumulated Depreciation-Equipment) less Account 19401 (Accumulated Depreciation-Leasehold Improvements) less any long-term debt associated with fixed assets
- B. This number is automatically calculated by the template and should match amount shown in "A" above.
- C. This number carries from page 2. No manual entry is required.
- D. Enter the total amount of your FY 2005/06 State (Local/Base) Allocation
- E. Enter the total amount of Fiscal & Administrative Assistance received from F&E in FY 2005/06.
- F. This number carries from Schedule 8A. No manual entry is required.
- G. Enter the total amount of governmental funds (excluding F&E funds) received in FY 2005/06. These funds include county contributions, funds from other State agencies, etc.
- H. This number carries from Schedule 8B. No manual entry is required.
- I. This number is automatically calculated by the template and requires no manual entry.
- J. This number is automatically carried forward by the template and represents total operating expenses excluding depreciation expense.

- K. Enter any other operating expenditure not shown in "J" above (e.g. audit adjustments made directly to total net resources). Do not include depreciation expense.
- L. This number is automatically calculated by the template and represents the total amount of operating expenditures, excluding depreciation expense. This number is used by the template to calculate the fair's Unrestricted Reserve Percentage.
- M. This number is automatically carried forward by the template and represents annual depreciation expense.
- N. This number is automatically calculated by the template and represents total expenditures for the year.
- O. This number is automatically calculated by the template and represents total ending net resources (restricted, unrestricted and Investment in Capital Assets).
- O1. This number is automatically calculated by the template and represents the amount of ending unrestricted (or available) net resources. The template calculates this number by subtracting the ending Investment in Capital Assets (carried from Schedule 7) and Restricted Net Resources (see "O2" below) from the total ending net resources, account 29100.
- O2. This number must be manually entered and represents any balance remaining in restricted net resources. If general ledger sub-accounts are used for restricted net resources, then this number represents the aggregate of the sub-accounts.
- O3. This number is automatically carried forward from Schedule 7 and represents the ending Investment in Capital Assets.
- P. This number is automatically calculated by the template and should be used as a check number to verify the accuracy of the breakdown of Total Net Resources. This check number should equal the number from step "O."
- Q. The reserve percentage is automatically calculated by dividing the ending unrestricted resources by the Subtotal - Operating Expenditures (Excluding Depreciation) ($O1 \div L$).

**PROPERTY, PLANT & EQUIPMENT
ACQUISITIONS & DISPOSITIONS**

0

(Legal Name of Fair)

	XXXX/XX	
PROPERTY, PLANT & EQUIPMENT (PP&E), July 1:	0	1
ACQUISITIONS OF FIXED ASSETS:		
Land	0	
Buildings & Improvements:		
Major Maintenance (MMP) Projects	0	
ADA Projects	0	
Building Improvements	0	
Land Improvements	0	
Leasehold Improvements	0	
New Construction	0	
Construction in Progress	0	
Equipment	0	
Other Fixed Assets	0	
Other:	0	
TOTAL ACQUISITIONS OF FIXED ASSETS	0	2
TOTAL PP&E BEFORE DISPOSITIONS & DEPRECIATION	0	
DISPOSITION OF FIXED ASSETS (Salvaged, Sold, etc.):		
Land	0	
Buildings & Improvements	0	
Equipment	0	
Other Fixed Assets	0	
Other:	0	
TOTAL DISPOSITIONS OF FIXED ASSETS	0	3
PP&E BEFORE DEPRECIATION, June 30	0	4
DEPRECIATION:		
Accumulated Depreciation, July 1	0	5
Annual Depreciation Expense (from page 10)	0	6
Accumulated Depreciation, June 30	0	7
PP&E, NET OF DEPRECIATION, June 30	0	8
LONG-TERM DEBT (ASSOCIATED WITH FIXED ASSETS)	0	9
INVESTMENT IN CAPITAL ASSETS, DECEMBER 31: (to page 1 and Schedule 1)	0	10

NOTE: Enter all numbers as a positive.

SCHEDULE 7:

1. This number is manually entered using the following formula:

$$\text{Account 19000 (Construction in Progress)} + \text{Account 19100 (Land)} + \text{Account 19200 (Buildings \& Improvements)} + \text{Account 19300 (Equipment)} + \text{Account 19400 (Leasehold Improvements)}$$
 - If you converted to depreciation prior to FY 2004/05, use the account balances above as of 7/1/05.
 - If you converted to depreciation in FY 2005/06, use the account balances immediately following conversion.
2. List all acquisitions (purchases, new construction, etc.) occurring in FY 2005/06. Include all F&E/CCA funded projects, projects funded by outside entities (county, Friends of the Fair, etc.), and projects funded by the fair. Completed project amounts for F&E/CCA projects may be pulled from Project Close-Out sheets provided to the fair at completion of project.
3. List all assets disposed of in FY 2005/06. Dispositions include lost, salvaged, sold and stolen assets, plus destruction of buildings.
4. This number is automatically calculated by the template and represents the total Property, Plant and Equipment as of June 30, 2006, before depreciation.
5. This number is manually entered using the following formula:

$$\text{Account 19201 (Accumulated Depreciation-Buildings \& Improvements)} + \text{Account 19301 (Accumulated Depreciation-Equipment)} + \text{Account 19401 (Accumulated Depreciation-Leasehold Improvements)}$$
 - If you converted to depreciation prior to FY 2004/05, use the account balances above as of 7/1/05.
 - If you converted to depreciation in FY 2005/06, use the account balances immediately following conversion.
6. This number carries from Page 10. No manual entry is required.
7. This number is automatically calculated by the template and represents the total accumulated depreciation as of June 30, 2006.
8. This number is automatically calculated by the template and represents the total Property, Plant & Equipment less depreciation (i.e., net book value), as of June 30, 2006.
9. Enter the total liability balance of any long-term debt associated with fixed assets as of June 30, 2006.
10. This number is automatically calculated by the template and represents the total Investment in Capital Assets as of June 30, 2006. This number automatically carries forward to Page 1 and Schedule 1 of the template as the ending Investment in Capital Assets.

California Department of Food & Agriculture
Division of Fairs & Expositions
FY 2005/06 STATEMENT OF OPERATIONS
DUE SEPTEMBER 1, 2006

FY 2005/06 Statement of Operations:

- ☐ Pages 1-10 (Signature required on page 1)
- ☐ Schedule 1, Statement of Financial Condition
- ☐ Schedule 2, Schedule of Accounts Receivable and Accounts Payable
- ☐ Schedule 3, Reconciliation of Bank Accounts
- ☐ Schedule 4, FY 2005/06 Fair Statistics
- ☐ Schedule 5, FY 2005/06 Events Not Sponsored by the Fair
- ☐ Schedule 6, Permanent Positions on Payroll for FY 2005/06
- ☐ Schedule 7, Property, Plant & Equipment Acquisitions & Dispositions
- ☐ Schedule 8A, Non-Fair Funds Reconciliation for Capitalized Projects
- ☐ Schedule 8B, Reconciliation of Non-Fair Funds Used for Operating Purposes
- ☐ Statement of Operations – Junior Livestock Auction (Signature required)

Fair organizations with Satellite Wagering Facilities:

- ☐ SW1, Summary of Satellite Wagering
- ☐ SW2, Satellite Wagering Labor Detail
- ☐ SW3, Satellite Wagering Statistics

Fair organizations with Motorized Racing (fair-produced):

- ☐ MR, Summary of Motorized Racing
- ☐ MRL, Motorized Racing Labor Detail

DAAs only:

- ☐ Federal Labor Standard Act (FLSA) Recreational Exemption (2 COPIES)

Reports:

- ☐ June 30, 2006 Pre-closing Summary Trial Balance
- ☐ June 30, 2006 Post-closing Summary Trial Balance

For ease of processing, do not staple pages together; instead please use binder clip on completed package.

California Department of Food & Agriculture
Division of Fairs & Expositions
FY 2005/06 STATEMENT OF OPERATIONS

Review Check Sheet

You can avoid some of the most common errors associated with Statement of Operations (STOP) preparation by double-checking the following:

- ☐ Is the STOP complete and mathematically correct?
- ☐ Does the beginning reserve for FY 2005/06 agree exactly with the ending reserve on the FY 2004/05 STOP as submitted to Fairs & Expositions?
- ☐ Do the supporting schedules appropriately "roll up" to summary pages?
- ☐ Does the ending reserve on page 1 match account 29100 as shown on Schedule 1?
- ☐ Does the Junior Livestock Summary reserve amount match the 25100 account on Schedule 1?
- ☐ Is Schedule 1 in balance?
- ☐ Does the subtotal cash on Schedule 1 match the total on Schedule 3?
- ☐ Schedule 1: Do the subtotal property accounts minus any long-term debt related to fixed assets equal to Investment in Capital Assets, Net of Related Debt?
- ☐ Do the accounts receivable and accounts payable amounts shown on Schedule 1 match the detail totals on Schedule 2?
- ☐ Schedule 3: Are all bank accounts in balance? Did you remember to include petty cash and change funds in spaces provided at bottom?
- ☐ Schedule 4: Does the total amount for tickets sold match account 41000 on page 3? Does the total parking revenue match account 47100 on page 4?
- ☐ Are all pages, schedules, and exhibits complete and contain all required signatures?

California Department of Food & Agriculture
Division of Fairs & Expositions
FY 2005/06 STATEMENT OF OPERATIONS

Reminders for Adjusting & Closing Entries

- ☐ Analyze any asset account that contains a credit balance – there may be posting errors.
- ☐ Analyze any liability account that contains a debit balance – there may be posting errors.
- ☐ Accrue 4th quarter interest on all savings accounts.
- ☐ Accrue all bank fees.
- ☐ Accrue all revenue earned but not received as of 6/30/06.
- ☐ Accrue expenses incurred but not paid as of 6/30/06.
- ☐ Adjust compensated absence liability to actual at 6/30/06: If account 24500 in the general ledger is greater than actual liability, debit account 24500 and credit account 50300; if the general ledger account is less, debit account 50300 and credit account 24500.
- ☐ Verify that all depreciation expense for current year has been posted to account 90000.
- ☐ Close JLA accounts to auction reserve, account 25100.
- ☐ Close local base (State) allocations, account 31200, to net resources, account 29100.
- ☐ Close all general operating revenue and expense accounts to account 29100.
- ☐ Analyze special project revenue and expense accounts and make appropriate adjusting entries (see enclosed Circular Letter F2004-36, Accounting Update & Recap, for instructions). Close any balance of these accounts to net resources, account 29100.